Janine Campbell Ttrouble Shooting software research

Site for power Point function Key short cuts for

<http://www.msoffice-tutorial-training.com/powerpoint-keyboard-shortcut.html>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Function key** | **+SHIFT** | **+CTRL** | **+ALT** |
| **F1** | Displays the Help task pane or Displays a list of controls (Slide Show View) |  | Closes and reopens the current task pane |  |
| **F2** | Turns on editing in selected placeholder |  | Opens Print Preview |  |
| **F3** |  | Switches case of selected text |  |  |
| **F4** | Repeats the last command or action | Finds the next occurrence of the text specified in the Find dialog box when the dialog box is closed | Closes the presentation window | Quits Microsoft PowerPoint or Closes the active window or dialog box |
| **F5** | Begins slide show | Begins slide show from current slide | Restores the window size of the presentation window |  |
| **F6** | Switches between the Help task pane and the program window or Moves (clockwise) to a task pane from another pane in the program window or Moves (clockwise) among panes of Normal View | Moves (counterclockwise) to a task pane from another pane in the program window or Moves (counterclockwise) among panes of Normal View | Switches to the next presentation window when more than one presentation window is open |  |
| **F7** | Checks spelling |  | Moves the presentation window (when it isn’t maximized) |  |
| **F8** |  |  | Resizes the presentation window (when it isn’t maximized) | Displays the Macros dialog box |
| **F9** | Shows/hides the grid | Minimizes the presentation window | Shows/hides guides |  |
| **F10** | Selects the Menu Bar or Closes an open menu and submenu at the same time | Displays the Shortcut menu for the selected item or Displays a menu of commands for the Help window when the Help window has active focus | Maximizes or restores the window | Maximizes the program window |
| **F11** |  |  |  | Switches between the Visual Basic Editor and the previous active window |
| **F12** | Opens the Save As dialog box | Saves the active presentation | Opens the Open dialog box |  |

Excel Function Keys - <http://www.disability.uiuc.edu/infotechaccess/training/ms-excel/function_keys.html>

**Function Keys in Microsoft Excel:**

The following is a table of function keys available in Microsoft Excel. The left column gives the desired action and the right column gives the associated function key.

|  |  |
| --- | --- |
| **Desired Action** | **Function Key** |
| Display Help or the Office Assistant Print command. | F1 |
| What's this? | SHIFT+F1 |
| Insert a chart sheet. | ALT+F1 |
| Insert a new worksheet. | ALT+SHIFT+F1 |
| Edit the active cell. | F2 |
| Edit a cell comment. | SHIFT+F2 |
| Save As command. | ALT+F2 |
| Save command. | SHIFT+ALT+F2 |
| Paste a name into a formula. | F3 |
| Paste a function into a formula. | SHIFT+F3 |
| Define a name. | CONTROL+F3 |
| Create names by using row and column labels. | SHIFT+CONTROL+F3 |
| Repeat the last action. | F4 |
| Repeat the last Find (Find Next). | SHIFT+F4 |
| Close the window. | CONTROL+F4 |
| Exit. | ALT+F4 |
| Go To. | F5 |
| Display the Find dialog box. | SHIFT+F5 |
| Restore the window size. | CONTROL+F5 |
| Move to the next pane. | F6 |
| Move to the previous pane. | SHIFT+F6 |
| Move to the next workbook window. | CONTROL+F6 |
| Move to the previous workbook window. | CONTROL+SHIFT+F6 |
| Spelling command. | F7 |
| Move the window. | CONTROL+F7 |
| Extend a selection. | F8 |
| Add to the selection. | SHIFT+F8 |
| Resize the window. | CONTROL+F8 |
| Display the Macro dialog box. | ALT+F8 |
| Calculate all sheets in all open workbooks. | F9 |
| Calculate the active worksheet. | SHIFT+F9 |
| Minimize the workbook. | CONTROL+F9 |
| Make the menu bar active. | F10 |
| Display a shortcut menu. | SHIFT+F10 |
| Maximize or restore the workbook window. | CONTROL+F10 |
| Create a chart. | F11 |
| Insert a new worksheet. | SHIFT+F11 |
| Insert a Microsoft Excel 4.0 macro sheet. | CONTROL+F11 |
| Display Visual Basic Editor. | ALT+F11 |
| Save As command. | F12 |
| Save command. | SHIFT+F12 |
| Open command. | CONTROL+F12 |
| Print command. | CONTROL+SHIFT+F12 |
|  |  |

Link for more info RE: excel

<http://www.brighthub.com/computing/windows-platform/articles/44418.aspx>

Copy and Paste

**Ctrl + C** - Copy selected text.

**Ctrl + V** - Paste copied text.

**Ctrl + Alt + V** - Opens Paste Special dialogue box.

**Ctrl + D** - Uses Fill Down function to copy contents and formatting of top cell to selected cells below.

General

**Ctrl + 1** - Format Cells dialogue box.

**Ctrl + Z** - Undo

**Ctrl + Y** - Redo

**Ctrl + F2** - Print Preview

**Ctrl + F** - Find and Replace dialogue box

**Alt + Shift + F1** - Inserts new worksheet.

Navigation

**Ctrl + Home** - Returns to cell A-1

**Ctrl + End** - Moves to the last used cell in the worksheet.

Function Keys

**F1** - Help

**F2** - Edits active cell, puts insertion cursor at end of cell contents.

**F4** - Repeat last command or action.

**F7** - Spellcheck

**F11** - Creates a chart of [data](http://www.brighthub.com/computing/windows-platform/articles/44418.aspx) in the current selected range.

**F12** - Save As...

## Formula Components Explained

Cell Expressions

**Name of a Cell** - Examples: A10 (Column A, Row 10), or F36 (Column F, Row 36)

**Multiple Individual Cells** - Examples: A9,G22 (Cell A9 and G22), or B12, Z24,AA13 (Cells B12, Z24, and AA13)

**Cell Ranges** - Examples: C11:C95 (Cells in column C and rows 11-95), or D14:H22 (cells in columns D through H, and cells 14-22)

**Formula Writing** - All formulas begin with "=", include a function like SUM, and a range of cells. Example: =SUM(A12:A27) will display the sum of all numbers in rows 12-27 in column A.

[More Excel Formula tips and tricks](http://www.brighthub.com/link/header.aspx?u=http%3a%2f%2foffice.microsoft.com%2fen-us%2fexcel%2fHP100704911033.aspx&p=44418&returnUrl=%2fcomputing%2fwindows-platform%2farticles%2f44418.aspx).

## Common Excel Math Functions

**Average** - Finds the average value of the selected range. Example: =Average(A2:C14)

**Count** - Returns the number of cells that contain numbers. Example: If you had numbers in cells A1, A2, and A6 and words in cells A3, A4, and A5, you could use the formula =Count(A1:A6) and it would return 3, since three of the cells in the range are number contents.

**Max** - Finds the largest value in the selected range. Example: =Max(B2:B88) would find the highest number in that range and display it.

**Min** - Finds the smallest value in the selected range. Example: =Min(B2:B88) would find the lowest number in that range and display it.

**Product** - Multiplies numbers in the selected range and returns the answer. Example: =Product(B4,B5) would multiply the values in cells B4 and B5 and display the product.

**Sum** - Adds the values in the selected range and returns the answer: Example: =Sum(B4,B5) would add the values of B4 and B5 and return the sum.

**Trunc** - Truncates the number in the selected cell to the designated number of decimal spaces. Example =Trunc(B7, 2) where B7=36.251 would return the value 36.25. =Trunc(B7, -1) would return the value 30.

[More useful Excel Functions explained](http://www.brighthub.com/computing/windows-platform/articles/30490.aspx).

Read more: <http://www.brighthub.com/computing/windows-platform/articles/44418.aspx#ixzz1QKHnsJWB>

Kidspiration manual –

<http://www.gstboces.org/iss/iss/k12/cppreading/RSC/Kidsp-Handout.pdf>

Provides visual icons for function keys to students